



ALL SAINTS

CATHOLIC COLLEGE

ORARE LABORARE SERVIRE

Delegation of Functions

Approved by:	Board of Governors	Date: 13 December 2022
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Last reviewed on:	1 July 2021
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Next review due by:	July 2024
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Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. Very many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the full governing body and recorded – without such a formula, the individual/committee has no power to act.

The table below sets out the major areas of responsibility for governing bodies and who they can delegate each task to; it also records where the NGA does not think that, even if a task/responsibility can be delegated, this would be good practice.

This planner shows to which level the governing body may legally delegate functions. Please note that the decision planner does not apply to academy governing bodies.

Key

Level 1: Board of Governors

Level 2: A committee of the Board of Governors

Level 3: An individual governor

Level 4: Headteacher.

Purple box Function **cannot** be legally carried out at this level.

- ✓ Action could be undertaken by this level.
- * Although legally possible to delegate to this level, the NGA would not recommend it. Significant decisions, monitoring and evaluation are best undertaken by the governing body or a committee with delegated authority, not by individuals. As long as it is in line with the regulations governing bodies are free to decide for themselves.

There is also space for notes relevant to your governing body – for example, you should specify which committee or individual a particular task will be delegated to.

- The governing body is responsible for the strategic direction of the school
- Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The head and staff play the major role in formulating plans, policies and targets to bring to committees or to the governing body for discussion prior to adoption by the full governing body.
- The head is responsible for internal organisation, management and control of the school and is accountable to the governing body.
- Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Budgets	To approve the first formal budget plan each financial year (and depends on your local scheme of financial delegation)	✓	✓			Board
	To monitor monthly expenditure.	✓	✓	x	✓	HT
	To establish a charging and remissions policy	✓	✓	x	x	FGP
	To enter into contracts (Board should agree financial limits)	✓	✓	x	✓	HT, FGP or Board according to limits agreed by Board, per Financial Control Procedures
Staffing	Appoint selection panel for headteacher	✓				
	Appoint selection panel for deputy head	✓				
	Appoint selection panel for other members of the senior leadership team	✓	x	x	✓	Currently this is HT, who will request a governor to sit on the panel
	Appoint other teachers	x	x	x	✓	HT
	Appoint non-teaching staff	x	x	x	✓	HT
	To put in place a pay policy	✓	✓	x		Board
	To decide upon pay discretions in line with the pay policy and legal requirements.	x	✓	x		Pay Committee
	Dismissal of headteacher	x	✓	x		Panel of governors arranged by Chairman
	Dismissal of other staff	x	x	x	✓	HT, except where the HT is involved
	Suspending head	x	✓	✓		Usually Chairman's Action in emergency
	Suspending and ending suspension of	x	x	x	✓	HT with Chairman's

	staff (except head)					approval
	Ending suspension (head)	✓	✓	✓		Chairman (if no case to answer) or Panel decision
	Setting the overall staffing structure	✓	✓	✗		Board
	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓	✗	✗		
	Determining dismissal payments/ early retirement	✓	✓	✓		Currently Chairman
	To produce and maintain a central record of recruitment and vetting checks	✗	✗	✗	✓	Director of Finance
	Establish and review procedures for addressing staff discipline, conduct and grievance.	✓				Adopted CES policies

Curriculum	Ensure National Curriculum (NC) taught to all pupils.	✓	✓	✗	✓	C&CL
	To consider any disapplication for pupil(s)	✗	✗	✗	✓	
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	✓	✓	✗	✗	C&CL
	Establish and review a sex education policy and ensure that parents are informed of their right to withdraw their children.	✓	✓	✗	✓	C&CL
Extended schools	To decide whether to offer additional activities and what form these should take	✓	✓	✗	✓	C&CL/HT
	To put into place the additional services provided	✗	✓	✗	✓	HT/FGP
	To decide whether to stop providing additional activities.	✓	✓	✗	✗	C&CL/HT/FGP

Performance management	To review teacher appraisal policy	✓	✗	✗		Board
	To appoint the panel to carry out the appraisal of the head teacher.	✓	✗	✗		Board
	To carry out appraisal of other teachers.				✓	
Discipline/ exclusions	To produce a set of written principles for the school behaviour policy and present these to the headteacher, parents, staff and pupils for consultation.	✓	✓			Delegated to C&CL
	To draft the content of the school behaviour policy and publicise it to staff, pupils and parents.				✓	
	To review the use of suspension and to decide whether or not to confirm all permanent exclusions and fixed term suspensions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chairman/vice-chair in cases of urgency)	✗	✓			Panel assembled
Admissions	To review the admissions policy annually (VA and foundation schools)	✓	✓			Board
	Admissions: application decisions (VA, foundation and special schools)	✗	✓			Admissions Committee
	To appeal against LA directions to admit pupil(s) (voluntary, foundation and special schools; also community and VC schools where LA is the admissions authority)	✗	✓			Admissions Committee

Premises & insurance	Buildings insurance and personal liability–GB to seek advice from LA, diocese or trustees where appropriate.	✓	✓	✗		FGP
Health & safety	To ensure a health and safety policy and procedures are in place.	✓	✓			FGP
	To ensure that health and safety regulations are followed	✗	✗	✗	✓	Checked by governor, confirmed to FGP
School organisation	To publish proposals to change category of school	✓	✗			Board
	To decide whether to convert to academy status	✓				Board
	Propose to alter or discontinue voluntary foundation or foundation special school	✓	✗			Board
	To set the times of school sessions and the dates of school terms and holidays (except in community, special and VC schools where this is the LA's role)	✓	✗	✗		Board
	To ensure that school lunch nutritional standards are met	✗	✗	✗	✓	HT
	To ensure provision of free meals to those pupils meeting the criteria	✗	✗	✗	✓	HT
	To establish a data protection policy and review it at least every two years.	✓	✗	✗	✓	Board
	Maintain a register of pupil attendance	✗	✗	✗	✓	HT
Information for parents	Adopt and review the home-school agreement	✓	✓	✗		C&CL
	Establish, publish and review a complaints procedure.	✓	✗	✗	✗	Board
	To establish and publish a Freedom of Information scheme and ensure the school complies with it.	✓	✗	✗	✓	Board

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
GB procedures	To draw up an instrument of government and any amendments thereafter	✓				
	To appoint (and remove) the chairman and vice-chair of a permanent or a temporary governing body	✓				
	To appoint and dismiss the clerk	✓	✓	✗	✗	Board
	To appoint and remove co-opted governors or associated members	✓				
	To set up a register of governors' business interests	✓	✓	✗		Board
	To approve and set up a governors' expenses scheme	✓	✓	✗	✗	Board
	To consider whether or not to exercise delegation of functions to individuals or committees.	✓				
	To regulate the Board procedures (where not set out in law)	✓				
Federations	To consider forming a federation or joining an existing federation	✓				
	To consider requests from other schools to join the federation	✓				
	To leave a federation	✓				
Inclusion and equality	To establish and review a special educational needs (SEN) policy.	✓				
	To establish and publish annually an 'Equality information and objectives statement', and review equality objectives every four years.	✓	✓	✗	✓	Board
	To designate a "responsible person" for children with SEN in community, voluntary and foundation schools	✓	✗	✗	✓	Board

	To designate a “responsible person” for looked after children in community, voluntary and foundation schools	✓	✗	✗	✓	Board
	To establish an accessibility plan and review it every three years.	✓	✗	✗	✓	Board
	To establish and review annually a child protection policy and relevant procedures.	✓	✓	✗	✗	Board